

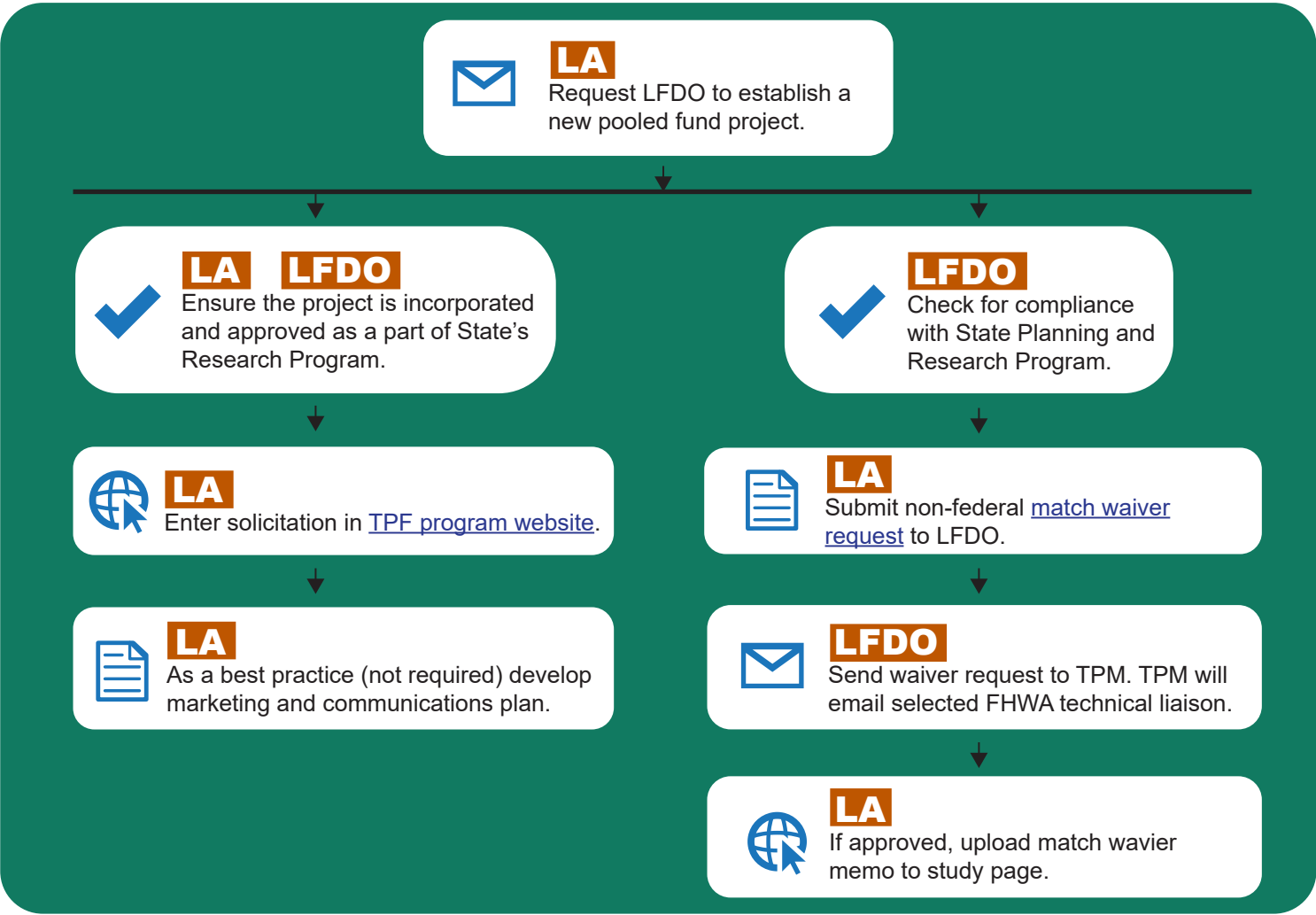
State-led

LEGEND

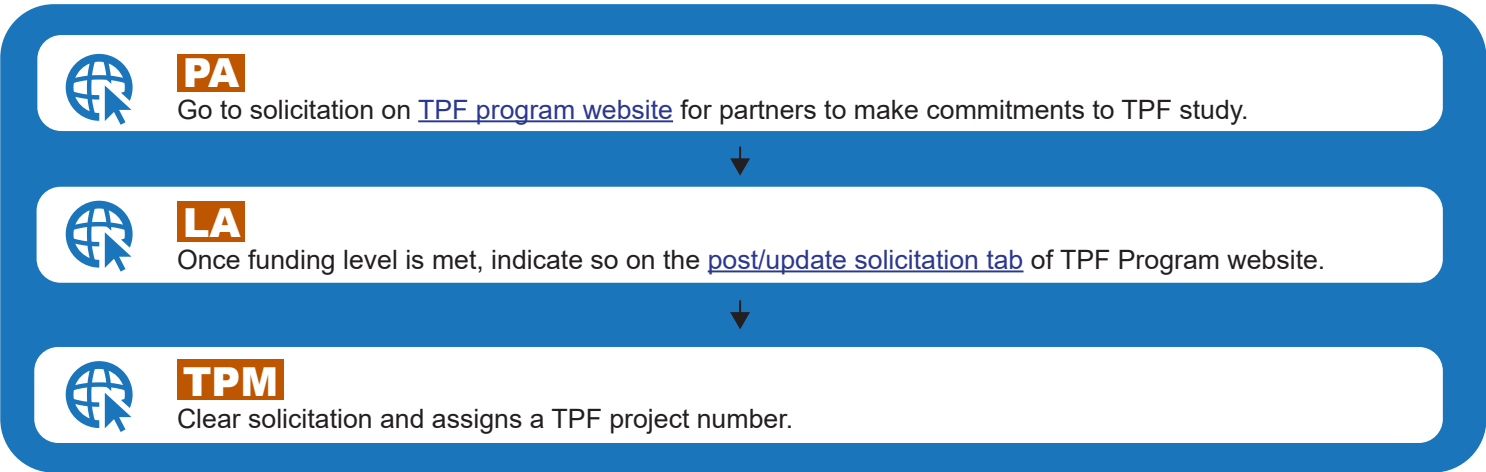
- LA** Lead Agency
- PA** Partner Agencies
- TPM** TPF Program Manager
- LFDO** Local FHWA Division Office
- FCFO** FHWA Chief Financial Officer (CFO) Office

- Email Action
- Finance action
- Involves a group
- Check for confirmation
- Required document to Submit
- Action required on the TPF website

INITIATION



SOLICITATION



PROJECT ADMINISTRATION



LA

Set up [Technical Advisory Committee](#).



LA LFDO

Create TPF Pooled Fund project in FMIS.



LA

Develop [Acceptance Memo](#).



LA

Email [final](#) acceptance letter to LFDO, TPM, and PA, and notify funds can be transferred.



PA LFDO

Ensure funds are available and transfer funds via FMIS.



LA

Award contracts, obligate funds, pay contract invoices and track funds.



LA

Submit [quarterly reports and required deliverables](#).

CLOSEOUT



LA

Ensure all contract requirements, claims, payments and awards are completed.



LA

Submit to TPM the [closeout funding spreadsheet](#).



TPM

Send out a [closeout letter](#) and [closeout funding spreadsheet](#) to PA, LA and LFDO of PAs.



LA

Return remaining funds (if applicable) through FMIS to partnering agencies.